



## **TARRYTOWN UNITED METHODIST CHURCH AUSTIN, TX**

### **Director of Nursery and Childcare Job Posting**

#### **About Tarrytown United Methodist Church**

Tarrytown United Methodist Church is a vibrant, established and growing church located in the Tarrytown neighborhood just west of downtown Austin with a membership of 2,500 and an average worship attendance of around 500.

#### **About the Role**

We are looking for a Christ-centered, relationship-oriented, individual to serve as the Director of Nursery and Childcare. You will work in partnership with the Director of Children's Ministries, church staff, and other church leadership as they lift up and participate in the lives of our children and their families. You will be primarily responsible for overseeing nursery and childcare staff and ministry. You will connect children to a relationship with Christ and to one another, creating environments where all children belong and can grow as disciples.

#### **What You'll Do**

- Welcome and greet children and their families on Sunday mornings and at church events.
- Work with the Director to identify ways to engage families in our nursery program and to invite new families to connect with the church.
- Be present on Sunday mornings to ensure Sunday morning childcare is running smoothly and provide support to the nursery staff.
- Supervise, recruit and train childcare staff needed for Sunday mornings and other childcare as needed.
- Responsible for submitting payroll hours and maintaining accurate information for the childcare staff.
- Assist and be present for Vacation Bible School, and other all-church events as requested by the Director.
- Manage the scheduling of childcare reservations and the scheduling of childcare staff.
- Assist with managing and maintaining the children's check in system.
- Attend and maintain all trainings and certifications as required by the Director.
- Other duties as assigned.

**What You'll Need**

- Passion for your own spiritual growth and fostering that growth in children.
- Sound formation in the theology and practice of the United Methodist Church.
- Ability to work Sunday mornings and occasional weekday hours as needed.

**Come work with us!**

**To apply, please submit your resume and 3 references to [sedgar@tumc.church](mailto:sedgar@tumc.church)**